

City Manager

Monthly Report for January 2015

- Cheniere purchased the Welder property in December.
- There was 1 ED packages for the Governor's Office and there were ongoing discussions with other potential developers.
- Began working with JJ Johnston regarding Industrial ED. Have had a few meetings with potential developers.
- The combined water levels as of 02/05/15 are at 30.9%.
- The overflow testing of the new water tank at N.O. Simmons Water Tower was a success. The contractors have been to the site for measuring and eventual placement of lights. We continue to withholding Payment Request # 10 until we see work being completed for this final requirement.
- FM 1069 project continues to move forward. We will be going out for bids in February for work on city lines and that will be brought back to Council in early March 2015. TxDOT may begin their work before we begin our own work. Safety precautions and traffic issues have been discussed in preparation for the flow of traffic.
- Seaside Landing Apartments continues to state they will break ground in the first quarter of 2015. We are working through their plans including some drainage concerns.
- We continue working with a potential hotel regarding their water and sewer connections.
- We have discussed liens regarding taxes, mowing, and demolishing purposes with our Attorneys. Due to conflicts with the tax attorney's schedule we won't be bringing this information to Council until February 10, 2015.
- Attended and spoke at the Crude Water Summit in Houston.

City Secretary/Human Resources Monthly Report for January 2015

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 5 requests documented

Employment Applications: Received 26 applications

TABC Permits: 3

Vehicle Tags: 4 tag changes and 3 with insurance change

Workers' Comp./Liability Claims: 6

Report a Concern: 8

Other:

- * Assisted with day-to-day items in Finance including but not limited to 9 regular transfers, 8 ad valorem transfers, and 5 bond payments, as well as bank reconciliations. Monitoring CIP projects for completion and documentation.
- * Assisted 2 employees with benefits questions/communications with the TML-IEBP inquiries, 0 employees with TMRS items, and 0 AFLAC billing/benefit issues.
- * Performed 1 new hire orientations, 0 internal transfers, 1 exit interviews, and reminded Managers of two 6-month evaluations. We mailed out 30 Thank You letters to applicants not chosen for positions applied for, and completed 1 verification for employment.
- * Interviewed candidates for the Administrative Assistant position and hired Eric Koenig to replace Ruby Nixon.
- * Worked with 6 community service individuals for a total of 111.5 hours.
- * Having weekly meeting to work with staff as well as Ensemble and GIS Planning regarding the new website(s).
- * Attended and spoke at the Coastal Bend Municipal Clerks Quarterly Meeting. We provided them information regarding our Records Retention within Laserfische and they were very excited. Rockport and Port Aransas are now asking for us to train them with regards to our Laserfische system.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez *IV*

Date: 02/03/2015

Re: January 2015 Monthly Report

Below, you will find Utility Department monthly statistical information for January 2015.

Number of Deposits – 39

Number of Opened Accounts – 60

Number of Closed Accounts – 48

Number of Disconnect Notices Mailed – 846

Total Late Fees Billed - \$8,718.92

Number of Utility Bills Mailed – 3,128

Total Water Consumption Billed – 20,855,500 Gallons

Total Water Billing Amount – \$167,637.28

Total Sewer Billing Amount - \$120,567.32

Number of Utility Payments Received – 2,685

Total Amount of Utility Payments Received - \$350,875.24

If you have any questions, please let me know.

Librarian's Report

January 2015

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Researched bids for new AC for foyer (Jan 1)
- Had Benton's AC service install a new AC in foyer (Jan 7)
- R&J Services installed a door where the new AC was installed for easier access for maintenance
- Attended monthly meeting for SPALC in Odem, Tx (Jan 7)
- Attended Chamber Board meeting (Jan 13)
- Reserve a Librarian session (Jan 21)
- Proctored (Jan 22)
- Met with the TKO rep about certain issues with security system
- Reserve a Librarian session (Jan 23)
- Assisted SPACL with a booth for upcoming Scrabble Tournament
- Met with Book Club coordinator about changing times and days (Jan 28)
- Proctored (Jan 30)
- Attended the Roundup committee meeting (Jan 30)
- Met with Stevie about concerns of the future of the Friends Group (Jan 30)
- Notarized as needed

- **Children's Program: 226**

Meeting Room used by:

Woman's Club
5 & under

Tutor with Hollie
After School Program

Mr. Kippy
Book Club

Juniorettes
Tri City Soccer

Meeting room total: 382

[illegible]

**JANUARY 2015 Monthly Report
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	47	\$109,790.00	\$20,424,240.25
Electrical	27	\$1,761.05	\$38,310.18
Plumbing	9	\$1,131.35	\$62,755.00
Water Well	0	\$0.00	\$0.00
Mechanical	4	\$570.05	\$27,100.00
Demolition	1	\$50.00	\$500.00
Excavation	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	1	\$35.00	\$0.01
Swimming Pool	0	\$0.00	\$0.00
Special Permit Request	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Sign	1	\$75.00	\$3,200.00
Totals	90	\$113,412.45	\$20,556,105.44

Impact Fees Collected: \$2,048.67

Certificate's of Occupancy:

Commercial: 1 2809 MAIN STREET

Residential: 2 2571 AVE A
2362 SCOTT CIRCLE

Inspections Performed: 124

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TO:	Jim Gray, City Manager	
FROM:	Donald Paty, Director of Public Works	
DATE:	January 30, 2015	
REF:	January 2015 Monthly Activity Report	
DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	All meter routes	Read water meters
	Various locations	Pull monthly water samples, take to lab
	3060 Pen Oak	Install culverts
	2966 Hackberry	Repair 3/4" water line
	3125 Hackberry	Repair 3" transite water line and replace a 3" tee
	2771 San Angelo	Replace a 10 ft. section of sewer line and install cleanout
	2586 Poinsettia	Repair 2" cast iron water line
	2024 4th Street	Repair 6" transite water line and 1" water service line
	City Yard	Replace 7 ft. of pvc water line
	1490 Sunray Road	Made a 60 ft. bore and a 3/4" water tap
	Dendy Lane	Install 3/4" service line
	2815 Main Street	Made 6" sewer tap and three 3/4" water tap, installed 30 ft. of 2" pvc pipe and 35 ft. of 6" pvc pipe
	2078 Mooney Lane	Install 40 ft. of 4" pvc pipe and make a 4" sewer tap
	Dallas & Humble Street	Repair a 1" water line
	Chandler Lane	Repair a 3/4" water service line
	2525 Eighth Street	Turn off the 8th Street water tower, put the new N.O. Simmons water tower on line
	2960 Sunset	Repair 4" sewer line
	2522 Sunset	Disconnect water
	2960 Pen Oak	Make 3/4" water tap, make 4" sewer tap, install 60 ft. of 4" pvc pipe and repair a 3" transite water line
	2805 - 2807 Main Street	Lay 20 yards of limestone in alleyway
	2625 Humble	Install 40 ft. of 2" pvc pipe and make a 3/4" water tap
	2079 La Quinta	Replace a 3/4" service line
	Danforth Lane	Look for sewer stub outs
	City yard	Repair a 2" water line behind the WWTP
	City Yard	Cut meter lids
	City Yard	Program meters
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	2535 San Angelo	Sewer service request, leaves in residential side of line
	6th St. & Main	Sewer service request, plugged on city side, cleared
	2555 Avenue G	Sewer service request, plugged on city side, cleared
	2473 Greenbriar	Complaint about sewer odor, no odor detected
	3060 Pen Oak	Assist Drainage Dept. with culvert installation
	Hackberry St.	Assist Water Dept. with line repairs
	Main Street	Add grease emulsifier to manhole behind Tortilla Factory and remove excess grease build up
	2695 Avenue I	Sewer service request, plugged on residential side
	Flamingo Ranch, West Main St.	Sewer service request, plugged on their side, too much paper
	2580 Poinsettia	Assist Water Dept. with water line repair
	2585 Poinsettia	Respond to sewer service request, problem is on residential side of line
	2960 Sunset	Respond to sewer service request, plugged on city side, cleared
	2531 San Angelo	Respond to sewer service request, nothing found, ran line
	Tortilla Factory, Main Street	Plugged at main line, full of grease again
	2960 Sunset	Work with Water Department, sewer repair
	2522 Sunset	Work with Water Department, disconnect water
	Danforth Lane	Pull manhole lids to measure depth
	Main Street	Work with Water Department, repair alley
	City yard	Repair water line behind WWTP
	City Parks	Assist Parks Department with sign installation
	City Yard	Vehicle maintenance and repair
	WWTP	Cut up old plant piping to haul out of city yard
PARKS, FACILITIES, DRAINAGE	All City Parks	Clean restrooms, empty trash
	City Parks	Install new park signs
	Simmons Park	Mow, trim trees, general maintenance
	Live Oak Park	Clearing brush, removing dead trees
	Coach Emory Bellard	Mow
	6th Street & 8th Street	Mow
	Various locations	Mow r-o-w's
	Avenue G	Trimming trees in r-o-w
	Public Safety Building	Unload building materials from truck
	Public Safety Building	Mow
	Library	Work with Mr. Benton on AC install
	Avenue E & 6th Street	Replace broken culvert pipe
	City Yard	Vehicle and equipment maintenance
STREETS	Brush Route 1A - 4A	Pick up brush
	Live Oak Park, Timberleaf, Sunset Cliffs, Palm Desert, Baywood, Westwind, Pen Oak, Indian Trail, Avenue A, 12th Street	Replace stop signs
	6th Street, Garza Lane, Hewlett, Danforth, Hultgreen, Capeheart, Port, Vera, Main St., 1st Street, Avenue A, 6th, Live Oak, Waco, Beaumont, Hackberry, 12th, 4th, Redwood, Raintree Trail, Avenue K, Bir Oak, La Quinta	Replace street name signs
	Breezeway, Zephyr, Capeheart, Belair, East Wind, Timberleaf, Spring Park, Mooney, Morzan, Kenny, 12th, 5th, 6th, 7th Street	Patching potholes
	Live Oak Park	Work with Parks Department, clearing brush, removing dead trees

January 2015

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 children enrolled.

The daily morning exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

Yoga classes are being held twice a week.

For the month of January 2015, the Center was rented out 0 times by exempt non-profits, 1 pay non-profits, and 8 private pay rentals.

Hildegard Schmidt Garden Center

For the month of January 2015, the Hildegard Schmidt Garden Center was rented out 14 times by exempt non-profits, 4 pay non-profits, and 6 private pay rentals.

Ingleside Senior Center

The Ingleside Senior Center has an average of 30 members a day attending the center. The Seniors enjoyed a New Year's Eve Party.

N.O. Simmons Park

A total of 11 Live Oak trees were donated and planted by the Forest Development Company from the construction site located on Avenue A and Hwy 361.

Park and Recreation Misc.

INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: January 2015

Prepared by Captain Paula Belville

A. Communications

2955 Calls for Service

B. Uniformed Patrol

1. 108 Reports prepared
2. 23 Adult Arrests
3. 07 Traffic Accidents Investigated
4. 361 Traffic Contacts
5. 00 Juvenile Arrests
6. 22.5 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 39 Offenses Reported
2. 00 Unfounded, false or baseless
3. 13 cases were cleared by arrest or exceptional means
4. 00 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 67 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$41,041 in stolen property
2. \$5,700 recovered

Cases filed with District Attorney/County Attorney's Office

1. 00 cases were filed with County Attorney's Office.
2. 02 cases were filed with District Attorney's Office.
3. 00 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

1. Investigators spent 00 days in court appearances.
2. 55 cases have been assigned to Detectives

Narcotics Seized:

1. Marijuana: 0 grams
2. Marijuana plants: 0
3. Pharmaceutical Pills: 0
4. Cocaine: 0
5. Crack Cocaine: 0
6. Heroin: 0
7. Methamphetamine: 0
8. Synthetic drugs: 0

Seizures (pending court disposition) : Apple iPod, Sony personal computer, Samsung security video system, thumb drive. \$6357.85, over 1700 items of drug paraphernalia, 2003 GMC Yukon, surveillance equipment and \$632.00.

Ingleside Animal Control
Monthly Report

Month of	<u>January 2015</u>	
County	Cats: 2	Dogs:10
Animals Impounded	Cats:28	Dogs:42
Returned to Owner	Cats: 1	Dogs:16
Adopted Out	Cats: 1	Dogs:6
Released to Rescue	Cats:1	Dogs:6
Put To Sleep	Cats:24	Dogs:16
Warning Citations	Jennifer- 1 Tracy-2	
Court Summons	Jennifer -2 Tracy-0	
Calls For Service	108	
<i>Preparer's Signature: Jennifer Salinas</i>		
<i>Date: February 2, 2015</i>		

City of Ingleside Office of Emergency Management Monthly Report

JANUARY 2015

Training/Meetings:

- HURREX 2015 Meeting
- TDEM Template Update Working Group Mtg (Webinar)

January 6 @ 1 pm

January 13 @ 10 am

Grants:

- Have not applied for any grants since 2011.

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
Basic	BASIC		8/5/2013	8/5/2018	EMC				
	A	Warning	9/26/2013	8/28/2018	Police Chief				
	B	Communications	1/12/2010	1/12/2015	Police Chief				
	C	Shelter & Mass Care	10/7/2013	10/7/2018	Asst. EMC				
	E	Evacuation	12/28/2009	12/28/2014	Police Chief	9/2/2014	11/24/2014	12/29/2014	
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir <i>changed to EMC</i>				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	O	Human Services	8/28/2013	8/28/2018	Asst. EMC				
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief				
Intermediate	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
	G	Law Enforcement	10/7/2013	10/7/2018	Police Chief				
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
	J	Recovery	5/6/2013	5/6/2018	Finance Dir <i>changed to EMC</i>				
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	5/6/2013	5/6/2018	Fire Chief				
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
	T	Donations Mgmt	7/30/2013	7/30/2018	Finance Dir <i>changed to EMC</i>				
	U	Legal	5/6/2013	5/6/2018	City Secretary				

Upcoming:

Mass Fatality Exercise Working Group Mtg
 CBTVOAD Mtg
 CBEMA Hurricane Conference Planning Mtg
 Storm Spotter Training (Ingleside Courtroom) FREE
 EMAT Conference

February 5 @ 2 pm
 February 12 @ 10 am
 February 18 @ 11:30 am
 February 24 @ 10 am
 March 1-4th

Signed,
 Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Abbreviations:

CBCAN – Coastal Bend Communication Alert Network
 CBCERT – Coastal Bend Community Emergency Response Team
 CBTVOAD – Coastal Bend Texas Volunteers Active in Disasters
 EMAT – Emergency Manager's Association of Texas

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FIRE DEPARTMENT JANUARY 2015 MONTHLY REPORT

NFIRS Summary by Incident TYPE	#	MA Given	MA Received	County Calls
Fires			MA = Mutual Aid	
Structures (110-118, 120-123)	3			
Vehicle (130-138)				
Other (100, 140-173)				
Rescue				
EMS (300-323)	2			
Other (331-381)				
Hazardous Conditions (400-482)	4	1		2
Service Calls (500-571)				
Good Intent (600-671)	3			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)	1			
Other false calls (700, 721-746)				

Fuel (in gallons)

Diesel 166.5
Gasoline 66.6
Total 233.1

FD Mbrs Hrs:

Mtgs/Trng 265
Incidents 345
Other 78

Total Mbrs: 50

Water (in gallons)

Incidents 950
Other

IFC Mbrs Hrs:

Mtgs/Trng 38
Incidents 12.5
Other 3

Total Mbrs: 10

General Information:

FD Business Mtgs 2nd Tuesday every month @ 7 pm schedule as follows:

- February 10
- April 14
- June 9
- March 10
- May 12
- July 14

Apparatus Checks are done every 4th Tuesday @ 7 pm.

Training held the 1st & 3rd Tuesday of every month @ 7 pm.

IFC Business Mtgs once a quarter @ 6:30 pm – schedule as follows:

- February 26
- September 3
- June 4
- December 3

IFC attends FD meetings and trainings on Tuesday nights.

Mtgs/Trngs/Other Attended/Hosted

STCBFTA – Refugio	2 firefighters attending academy	1/17-18 & 2/7-8
SFFMA Planning Meeting – Galveston	1 Member attended	1/23-24
Ferrera Unit 131 Training	22 Members attended	1-23-25
SCDFC Association Mtg – Cuero	2 members attended	1/27

Upcoming Events

IVFD Annual Awards Banquet	2/28
Intro to Firefighting Academy	2/3
Oysterfest – FD in Parade & IFC has Roasted Corn Booth for fundraising	3/5-8
Round-Up Days – FD in Parade & has Roasted Corn/Turkey Legs booth	3/27-28
Easter Celebration (N. O. Simmons Park)	4/4
MDA Fill-the-Booth	TBD

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